

**Lakewood Forest Civic Association
Board Meeting Minutes – April 5, 2022**

The monthly meeting of the LFCA was called to order at 7:07 pm by president Jodi Cole. Other board members present were Mary Blacklock, Barbara Ward, Lori Estepp, Jamie MacKeen, and Linda Musthaler.

Minutes

The minutes from the March 2022 meeting were reviewed. Barbara W. moved to accept the minutes as written, the motion was seconded by Jamie M. and passed unanimously.

Treasurer Report

Scott J. sent out the monthly financial report via email. As of March 31, 2022, we had \$44,143.95 in total funds. There is \$29,075.44 in the checking account. The money market account has a balance of \$9,497.64 and the 12-month CD has a value of \$5,570.87. We received \$899.50 from the Fund for annual memberships. In comparing our budget to actual expenses to date for the current fiscal year, we have a balance of \$11,318.

In the past month, the following checks were written:

Check 1459 Houston Face Painting. Partial payment	\$50.00
Check 1460 Linda Musthaler Egg Hunt expenses	\$259.91

See Appendix A for Treasurer Report and 2021-2022 Budget-to-Actual Report.

Administrative Reports

Mail Call

There was a letter from Champions Publishing. See below for details.

Civic News Newsletter

Jodi C. received a letter from Champions Publishing indicating they are canceling the contract to publish and distribute our newsletter due to rising costs. The May issue will be the final issue of the printed newsletter. See Appendix B for a copy of the letter.

Projects and Events

Scholarship Committee

The committee recommended that we give out 7 scholarships in the amount of \$500 for each student. Mary B. moved to accept the 7 winners and give each person \$500. Jamie M. seconded the motion and it passed. Jodi C. will email the winners to get their college information so we can send the checks and to get permission to post their names and photos online.

Curb Painting

Painting is in progress for 1/3 of the subdivision.

Garage Sale

The next community garage sale will be April 22-24.

Eggstravaganza

The event is scheduled for April 16, from 1 pm to 3 pm, at Russ Poppe Family Park located at 11675 Grant

Road in Cypress. Linda M. went over the details and volunteer assignments for the event.

Linda noted that we are not required to have a police officer at the event but, given the number of people expected, it would be the prudent thing to do. The amount would be \$160 for one officer for 4 hours (there is a 4 hour minimum). Barbara W. made a motion that we hire an officer for the event. Jamie M. seconded the motion and it passed.

Lakewood Lightning sponsorship

Jodi C. made a motion that we sponsor the swim team for \$100. Lori E. seconded the motion and it passed.

Reimbursement

\$293.05 to Linda M. for supplies for Eggstravaganza. Jodi C. made a motion to approve the payment, Lori E. seconded the motion and it passed.

End of Meeting

At 8:16 pm, Barbara W. moved to adjourn the meeting. Mary B. seconded the motion and it passed. The next meeting is scheduled for Tuesday, May 3 at 7 PM at the Lakewood Forest Fund office.

Appendix A – Documents from Treasurer’s Report

Lakewood Forest Civic Association, Inc.
Financial Report
as of March 31 2022

Summary

Previous balances	<u>\$ 28,485.85</u>
Net change	<u>15,658.10</u>
Current balances	44,143.95
Outstanding checks	<u>-</u>
Current balances per bank statements	<u>\$ 44,143.95</u>

Checking Account xx44

Previous balance	<u>\$ 28,485.85</u>
Membership Fees Transfers from Lakewood Forest Fund	\$ 899.50
Check 1459 Houston Face Painting. Partial payment	(50.00)
Check 1460 Linda Musthaler Egg Hunt expenses	(259.91)
	<u>\$ 29,075.44</u>
Current balance per bank statement	<u>\$ 29,075.44</u>

Money Market Account xx26

Previous balance	\$ 9,497.62
Interest income (rate 0.01%)	<u>0.02</u>
Current balance	<u>\$ 9,497.64</u>

12 Month C.D's

*12 Month CD xx72 (Maturity Date 3/27/2022)	\$ 5,570.60
Interest Income	<u>\$ 0.27</u>
Current balance	<u>\$ 5,570.87</u>

Lakewood Forest Civic Association, Inc.

2021-2022 Budget to Actuals

As of March 31 2022

	2022 Budget	2022 Actual
Income		
Membership Dues	\$ 21,000	18,747
Membership Dues in Arrears		373
Donations	-	554.95
Interest	-	0.55
Total Income	<u>21,000</u>	<u>19,675</u>

Administrative Expense

Directors' Liability Insurance	2,023	755
Treasurer's Indemnity Insurance	358	358
Financial Review	-	300
Storage Unit (Lakewood Mini)	1,249	1,344
Post Office Box (Parcel Plus)	235	
Office Supplies	75	12
Taxes and State Fees		75
Accountant Fees	300	-
Fund Fee	<u>1,800</u>	<u>1,800.00</u>
Total Administrative Expense	<u>6,040</u>	<u>4,644</u>

Project Expenses

Publications		
Directory (printing & binding)	-	-
Directory (postage)	-	-
Newcomer's Guide	<u>-</u>	<u>-</u>
Subtotal Publications	<u>-</u>	<u>-</u>

Beautification Projects

Curb Numbers	8,058	-
Miscellaneous Projects	500	-
Yard of the Month (Garden Club)	<u>150</u>	<u>-</u>
Subtotal Beautification	<u>8,708</u>	<u>-</u>

Donations

Scholarship Award Program	3,500	
School Donations	1,800	1,800.00
Hurricane Harvey Donation-LFF	-	-
Lakewood Lightning Swim Team	100	
LRC Camp Sponsorship	150	-
Cypress Creek EMS	125	-
Lakewood Bee Initiative		
Miscellaneous	500	
Military Care Packages	500	219
Subtotal Donations	<u>6,675</u>	<u>2,019</u>
Neighborhood Events		
Fourth of July Parade	750	
Neighborhood Night Out	1,117	1,384
Community-Wide Garage Sale	250	-
LRC Luau	-	-
Food Truck Event	-	-
Christmas Event	400	-
Easter Event	1,500	310
Bike Rodeo Event	-	-
LRC Dues - 5 shares	450	
Subtotal Neighborhood Events	<u>4,467</u>	<u>1,694</u>
		<u> </u>
Total Project Expenses	<u>19,850</u>	<u>3,713</u>
Total Expenses	<u>25,890</u>	<u>8,357</u>
Surplus (Deficit)	<u>\$ (4,890)</u>	<u>\$ 11,318</u>

Appendix B – Letter from Champions Publishing



Champions Printing & Publishing, Inc.

March 14, 2022

**Notice of Intent to Cancel
Newsletter Contract**

Lakewood Forest Civic Assoc.
Attn: Jodi Cole, President
13121 Louetta Road, PMB #1025
Cypress, Texas 77429

It is with regret that we send this letter of Intent to Cancel our current Newsletter Contract with The Lakewood Forest Civic Association.

Due to many conditions outside of our control the newsletter has been losing money for many months and we are no longer able to produce it under the current arrangement.

We are hereby giving our 60 day Notice of Termination as called for in our contract under Section 1. Term, Expiration and Termination. Under the timeline we will produce the April and May issues with our contract ending on May 14, 2022.

For questions, please call me directly at 281-583-7661 or email to:
jim@championsprinting.com

We have enjoyed working with the Association, and specifically Barbara Ward for all of these years, and want to express that this is a decision based solely on the financial state of the newsletter.

Sincerely,

James E. Callahan, Jr.
President

cc: Barbara Ward, Editor
via email: Lfcivicnuz@aol.com

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